

- Second bachelor's degrees will not be awarded for a discipline in which the student has already received a major or degree. (Example: B.S. in Chemistry when the student already has a B.A. in Chemistry).

## Determining Degree Requirements.

Students must meet the university's General Education requirements as they are stated in the catalog that is current for the semester in which they matriculate at PLU. Students must meet the major and minor requirements as they are stated in the catalog that is current for the semester in which they are accepted into the program, i.e., the semester they have submitted an Academic Program Contract (APC) which has been signed by the department chair or dean of the school, as appropriate, showing admission into the major or minor.

## Time Limits

Students are expected to meet all requirements for the undergraduate degree within a six-year period. Students who remain at PLU for longer than six years must meet the requirements of the most current PLU catalog in order to earn a degree. Students who are readmitted to the university must meet the requirements of the current PLU catalog to earn a degree.

## Transfer of Credit from Other Colleges/Universities

The Registrar's Office evaluates all transfer records and provides advising materials designed to assist students in the completion of university requirements. Undergraduate students who attend other regionally-accredited colleges or universities may have credits transferred to Pacific Lutheran University according to the following policies and procedures.

- An official transcript is required for any course to be transferred to PLU. It is the responsibility of the student to obtain all needed documentation from the other college or university. Transcripts become the property of the university and will not be returned to the student, photocopied for the student, or forwarded to another site. Official transcripts are documents that have appropriate certification (seal/signature) from the other college/university and have been submitted in an official manner (normally sealed by the institution and submitted directly from the institution). Official transcripts are required from all colleges/universities attended.
- Courses completed with a grade of C- or higher at regionally accredited colleges or universities normally will be accepted for credit as passing grades. Transfer courses are not calculated into the PLU grade point average. Courses from all other colleges/universities are subject to course-to-course evaluation by the Registrar's Office. Not all courses offered by other colleges and universities are transferable to PLU. Guidance is available through the Transfer Equivalency Guides for community colleges available on-line.
- A student may transfer a maximum of 96 semester hours. Of these, the maximum transferable from a two-year school is 64 semester hours. Credits from quarter-hour colleges or universities transfer on a two-thirds equivalency basis. (For example, a five quarter hour course transfers as 3.33 semester hours).

- Philosophy, religion, literature or language courses taken through correspondence, online, and independent studies are not accepted to fulfill the general university requirements Literature, Philosophy, Religion, or Languages and Literatures. Once a student has matriculated at PLU, departmental approval is required for a course to transfer in to meet general university requirements in Literature, Philosophy, Religion, or Languages.
- Transfer courses must be a minimum of three semester hours to fulfill a PLU four-hour general university requirement. Transfer courses to fulfill any other semester hour general university requirement (for example, Physical Education course) must be a minimum of two-thirds of the PLU hour requirement.
- All two-year and community college courses transfer as lower-division credit regardless of upper-division equivalency.
- The final 32 semester hours of a student's program must be completed in residence at PLU. No transfer credit may be applied during a student's final 32 hours in a degree program.
- The Pacific Lutheran University grade point average reflects only PLU work. A student's grade point average cannot be improved by repeating a course elsewhere.
- Credits from unaccredited schools or non-traditional programs are subject to review by the appropriate academic departments and the Registrar's Office and are not normally transferable to PLU.

Students are also subject to any school/division/department policies concerning transfer of courses. Exceptions to academic policies are based on submitted documentation and rationale and are approved by the appropriate officials as indicated on the Exception to Academic Policy form.

## Graduation

Students expecting to fulfill degree requirements within the academic year (including August) are required to file an application for graduation with the Registrar's Office by the following dates:

<u><i>Degree Completion</i></u>	<u><i>Bachelor's and Master's Deadline</i></u>
December 2009	May 1, 2009
January 2010	May 1, 2009
May 2010	December 1, 2009
August 2010	December 1, 2009
December 2010	May 3, 2010
January 2011	May 3, 2010

All courses must be completed, final grades recorded and university requirements fulfilled in order for a degree to be awarded.

There are four degree award dates (August, December, January, and May). Degrees are formally conferred at Fall and Spring commencements. Students with a January degree date participate in the Fall commencement. Students with an August degree date participate in the Spring commencement. The actual term of degree completion recorded is the graduation date on the permanent records.